

DEPARTMENT APPROVERS & ACCEPTABLE SIGNATURES

KEY:

◆ Initiates request and/or signs form ● Signs form and/or approves request ○ View only access

PETITION (Online Applications)	Student	SAO	Committee	Committee Chair	Program Chair/ Authorized Faculty Advisor
Filing Fee	◆	○	●4	●4	●5
Leave of Absence	◆	●		●1	●
Graduate Degree Petition (Master's Only)	◆	●			●
Doctoral Advancement to Candidacy (via DocuSign)		◆	●	●	
PETITION (PDF Forms)					
Change of Major	◆				●
In Absentia Registration	◆			●1	●
Language Petition	◆				●
Intercampus Exchange	◆				●
Master's Advancement to Candidacy	●	●2			●
Nomination of Master's / Doctoral Committee					◆
Reconstitution of Master's Committee					◆
Reconstitution of Doctoral Committee			●3		◆
Retroactive Enrollment Petitions (Exception to Policy)	●				●
MEMORANDA					
Part-Time Enrollment (for student to upload into online request form)	◆			●	●
Withdrawal (for student to upload into online request form)	◆				●
Requests for Exceptions to Policy				●1	◆

Notes	Explanation
1	Committee chair only if doctoral student has advanced to candidacy
2	SAO may sign on behalf of the Chair/AFA
3	Entire committee must sign if changing the final defense requirement or doctoral student is advanced to candidacy
4	All certifying master's and doctoral committee members
5	Chair/AFA signs for master's capstone project or comprehensive exam students